



STATE OF MICHIGAN

DEPARTMENT OF HUMAN SERVICES
LANSING

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GOVERNOR

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IV-D MEMORANDUM 2014-004

TO: All Friend of the Court (FOC) Staff
All Office of Child Support (OCS) Staff

FROM: Erin P. Frisch, Director
Office of Child Support

DATE: February 20, 2014

UPDATE(S):

☐ Manual

☒ Form(s)

SUBJECT: Updates to the *Instructions for Withholding and Remitting Support From Employee/Obligor Lump-Sum Payments* Form (DHS-1425)

RESPONSE DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

This IV-D Memorandum announces updates to the form *Instructions for Withholding and Remitting Support From Employee/Obligor Lump-Sum Payments* (DHS-1425).

DISCUSSION:

The Michigan IV-D program asks sources of income (such as employers) to contact OCS Central Operations Lump-Sum Reporting staff in advance when the source of income plans on issuing a bonus or lump-sum payment to employees/obligors. The source of income contacts OCS to determine the maximum amount that may be withheld from an employee's/obligor's bonus/lump sum for support payments.

In response, OCS Central Operations Lump-Sum Reporting staff send the source of income the DHS-1425 along with a report listing the employees/obligors whose bonus or lump-sum payments qualify for support withholding. The DHS-1425 includes directions for sources of income to withhold support from employees'/obligors' bonus/lump-sum payments.

Changes to the DHS-1425

On the DHS-1425, the contact information for the OCS Central Operations Lump-Sum Reporting Unit has been changed:

- In the address, the location has been changed from the Hollister Building to the Grand Tower; and
- Next to the phone number, “Option 7” has been removed because this is not a feature in the new Interactive Voice Response (IVR) system, which was implemented in January 2014.¹ Instead, callers are prompted to state the reason for their call. Therefore, the text “when prompted, state ‘Employer Bonus’” has been added after the phone number.

In addition, the address and phone number in the footer of the form have been updated, and the form revision date has been changed from 9-11 to 2-14.

NECESSARY ACTION:

Retain this IV-D Memorandum until further notice. With the publication of this memorandum, the previous version of the DHS-1425 (Rev. 9/11) is obsolete.

REVIEW PARTICIPANTS:

Enforcement Work Improvement Team
Program Leadership Group

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ATTACHMENT:

DHS-1425: *Instructions for Withholding and Remitting Support From Employee/Obligor Lump-Sum Payments*

EPF/CT/SM

¹ Ref: [IV-D Memorandum 2013-025, OCS Case Management Section Business Process Changes, Upcoming New Interactive Voice Response \(IVR\) System, Revised Contact Information, and Form Updates](#) and the hotline notification dated 1/10/2014: [Announcement of the New Implementation Date of the Support Specialist \(SS\) Interactive Voice Response \(IVR\) System](#).